

**MINUTES**  
**EXECUTIVE COMMITTEE TELECONFERENCE**  
**ARKANSAS WORKFORCE INVESTMENT BOARD**  
**December 14, 2004**

Chairman Lux called to order a meeting of the Executive Committee, Arkansas Workforce Investment Board, at 9:02 a.m. on Tuesday, December 14, 2004. Members who were able to participate included Senator Gilbert Baker, Mr. Larry Featherstone, Mr. Alan Hughes, Ms. Catherine Janosky, and Mr. Jim Smith. Mr. Tom Anderson and Dr. Steve Franks were not able to take part in the meeting. Representatives from the Arkansas Employment Security Department (AESD) and members of the State WIB staff were present. Others who participated included Mr. Steve Wagner, Little Rock Workforce Center, Mr. Roy Albert and Mr. Randy Parker, Arkansas Rehabilitation Services. Ms. Sandra Winston also participated in the conference call, although she was attending a DOL Youth Conference in Phoenix, Arizona.

Chairman Lux began by welcoming members to the meeting, and congratulated Senator Gilbert Baker for recently being named the Chairman of the Republican Party.

Action Item 1 - Minutes: Chairman Lux directed the attention of the Executive Committee to the minutes of the November 9, 2004 Executive Committee meeting.

**The minutes were approved on a motion made by Mr. Alan Hughes, seconded by Senator Gilbert Baker, and carried unanimously.**

Report of Executive Director: Chairman Lux referred to Mr. Willoughby for the Executive Director's report. Mr. Willoughby began by welcoming guests who were present at the AWIB office.

He then announced that the AWIB staff is continuing to monitor changes on the National level regarding workforce development issues. He also stated the staff is working on "housekeeping" items around the central office in preparation for a busy new year.

Mr. Willoughby then referred to Ms. Winston. She explained she was in Phoenix, Arizona attending a DOL Youth Conference. She stated the conference brought together a lot of federal agencies to discuss how to help youth become trained and skilled in order to enter the job market. She stated the conference particularly focused on how to help out-of-school youth and incarcerated youth. Mr. Featherstone inquired as to whether Ms. Winston would be able to capture information that would be useful in helping youth in Arkansas. Ms. Winston stated that the information would be useful in Arkansas, especially by bringing partners together to address youth workforce development topics.

Chairman Lux then stated he received a call from the U.S. Department of Labor (DOL) verifying that he is the chairman of the Arkansas Workforce Investment Board. He stated he thought that this may be related to the Office of Inspector General (OIG) report regarding findings of the legislative audit. He asked Ms. Winston whether the AWIB would be receiving the report soon. Ms. Winston stated that she did not know

and has not received any additional information regarding the exit interview nor the OIG report. Chairman Lux asked what could be done to accelerate the process of acquiring the report. Ms. Winston suggested that she contact the OIG to inquire about whether there is a schedule of events, specifically, whether the exit interview has been scheduled. Ms. Winston also stated she would talk to Mr. Joe Juarez, U.S. DOL, about inquiring about the OIG report. Ms. Janosky asked who attends the exit interview, and Ms. Winston explained that the exit interview would be conducted with the AWIB/AESD agency directors.

Ms. Janosky then began discussion pertaining to the IWTP committee stating that she would like Chairman Lux to appoint a chairman to the committee. She also stated that she would like the AWIB staff to develop a committee member information sheet describing details such as the industry represented. Ms. Janosky stated that a lot of the same companies are applying for the IWTP grant money. She stated she believes the committee should focus first on the companies that have not received IWTP grant money in the past. Ms. Janosky referred to Senator Baker for his opinion. Senator Baker stated Ms. Janosky made good points, but believes no other decisions should be made until the findings of the audit are made available. Chairman Lux stated that there could possibly be some kind of point system developed for future distribution of IWTP grants. He suggested contacting other states and inquiring about their IWTP program and process.

Report of Chairman: Chairman Lux provided a brief report pertaining to the WIA 15% Governor's Discretionary funds. Chairman Lux explained he met with Governor Huckabee and his staff, and it was determined that the Governor would have discretionary use of up to \$1,000,000 of the 15% set-aside funds, while the WIB, under direction of the Budget Committee, would have discretionary use of approximately \$2,500,000 of the 15% set aside-funds. Chairman Lux explained that although the Governor has the use of \$1,000,000, it could only be used to support workforce investment activities.

During this time, there was also discussion about the merger of the Transitional Employment Assistance (TEA) Board and the AWIB. Chairman Lux explained that if the two boards merged there would be substantially more funding than the AWIB has traditionally had. Ms. Winston provided an overview of the TEA Board, stating that it is not federally mandated to have a Transitional Employment Assistance Board, but that it was a state decision to establish the TEA Board. She also stated that although the transitional employment assistance program is perceived as a social services program, it is actually a work program. Mr. Alan Hughes asked whether new legislation would have to be written if the two boards merged. Ms. Winston acknowledged that new legislation would have to be developed, and Board members would have an opportunity to provide input.

Action Item 2 – Amendment to the State Unified Plan, Arkansas Rehabilitation Services: Chairman Lux referred members to Action Item 2 of the agenda.

He stated it is recommended that the Executive Committee of the Arkansas Workforce Investment Board approve the amendment to the Arkansas Five-Year Unified Plan as submitted by the Arkansas Department of Workforce Education, Arkansas

Rehabilitation Services, which included an annual update on the program for 2004-2005.

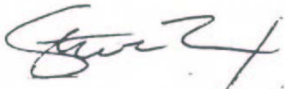
Chairman Lux referred to Mr. Elroy Willoughby, who explained the amendment is a routine annual update. Mr. Randy Parker and Mr. Roy Albert, Arkansas Rehabilitation Services, were available to answer questions.

**The amendment to the Arkansas Five-Year Unified Plan as submitted by the Arkansas Department of Workforce Education, Arkansas Rehabilitation Services, which included an annual update on the program for 2004-2005, was approved on a motion made by Mr. Alan Hughes, seconded by Senator Gilbert Baker, and carried unanimously.**

Announcements: Chairman Lux then announced that next month's meeting would be a Regular Quarterly meeting, to be tentatively held Wednesday, January 19, 2005, at 9:00 a.m., at the Little Rock Hilton, pending a poll of other available dates to be conducted by AWIB staff.

Ms. Winston apologized for changing the meeting date from the original schedule, provided an explanation, and stated every effort will be made not to change meeting dates in the future.

Adjourn: With no other announcements or questions, **Mr. Alan Hughes made a motion to adjourn the meeting at 9:45 a.m., Senator Gilbert Baker seconded; and carried unanimously.**



Steve Lux, Chairman



Sandra Winston, Executive Director

*Minutes recorded by Stephanie Carlo  
Workforce Investment Board Staff*